

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualification  
for

### **MAINTENANCE TECHNICIAN SERIES**

*This position is part of a series that includes a number of levels. Employees are appointed to the entry level and are eligible to advance to the higher level consistent with this job description and Trial Court policies.*

**All applications must be received by:**

#### **SUMMARY OF SERIES:**

This series is responsible for assisting in a range of skilled trades duties for both licensed and unlicensed trades. The duties focus on the application of complex materials and compounds consistent with general contracting work. Other duties include providing assistance in repairing, installing and testing various types of systems and equipment.. A classification above the entry level requires the performance of increasingly more responsible and complex work which requires advanced skill and experience. Employees are appointed at the entry level and are eligible for reclassification to the higher grade within this series consistent with the requirements in the job description.. The position title reverts to the entry level of this series when there is a vacancy.

#### **ORGANIZATIONAL LEVELS:**

**Maintenance Technician I** - This is the entry level position title within this series. Employees at this level are expected to perform minor repairs and improvements in a variety of trades under the direction of a building or maintenance supervisor.

**Maintenance Technician II** - This is the second level position title within this series. Employees at this level are expected begin to develop a trade of expertise utilized by the Court Facilities Bureau and have the ability to work independently in the performance of standard maintenance and repairs.

## **MAJOR DUTIES:**

### **Maintenance Technician I Duties:**

The following list of major duties represents a composite list of typical duties performed by individuals in this position. Specific duties performed by an incumbent will vary depending upon the Division and the department within the Division.

Assists in servicing and replacing minor plumbing fixtures.

Performs minor electrical work not requiring a licensed electrician such as replacing light bulbs and fuses.

Assists in minor carpentry and repair work.

Maintain machinery, equipment, and tools by cleaning, lubricating, greasing, oiling, to ensure optimum working order.

Applies paint, varnish, and stain to all types of surfaces in order to protect and beautify surfaces using appropriate tools and equipment.

Performs related duties as required.

### **Maintenance Technician II Duties:**

Performs preventive maintenance and makes repairs to heating, ventilating, air conditioning equipment according to instructions such as replacing belts on motors, changing filters, bearings, etc.

Maintains and makes routine repairs to electrically powered equipment and appliances according to instruction from senior technicians and equipment service manuals.

Apply carpentry techniques and using carpentry tools to construct, alter, repair, and/or install walls, stairs, floors, ceiling, windows, doors, roofs, gutters, lock, etc.

Perform structural repair, alterations, or improvement work such as preparing surfaces for plaster or cement work; studding, wiring, and plastering walls. Install glass in doors and windows.

All duties covered under Maintenance Technician I.

Performs related duties as required.

## **SUPERVISION RECEIVED:**

Receives moderate supervision in performing structured but not always routine work. Moderate judgement is required.

## **POSITION REQUIREMENTS:**

### **Entry Level (9)**

A high school diploma and at least one year of general building repair and maintenance.  
Or the equivalent combination of education and experience.

Knowledge in a variety of trade areas common to the field of building maintenance.

Knowledge of the use and operation of hand tools, power tools, and equipment.

Ability to lift and carry heavy objects.

Ability to climb and work on scaffolds and ladders.

Physical stamina and endurance.

### **Additional Requirements for Level (10)**

A minimum of two years experience working at the entry level.

A demonstration of competence and expertise in an area of specialization consistent with licensed and unlicensed trades utilized by the Court Facilities Bureau.

The acquisition of a trade or technical license where applicable is preferred.

## **SALARY RANGE: Level 9**

Completed Applications for Employment should be forwarded to:

Court Facilities Bureau  
Suffolk County Courthouse  
Somerset Street/ Van Room  
Boston, MA 02108  
Attn: Maureen Lyons

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from the Trial Court Intranet at [www.jud.state.ma.us](http://www.jud.state.ma.us) (for T.C. employees) or from [www.mass.gov/courts](http://www.mass.gov/courts) for interested parties outside of court locations.

**AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**